

**D-1  
WASHINGTON STATE  
EMERGENCY OPERATIONS CENTER  
CHECKLIST**

**POSITION: OPERATIONS SECTION SUPERVISOR**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Responsible for overseeing the Operations Section, ensuring that all operational functions are properly staffed and that checklist functions are being carried out.

**OVERALL DUTIES:**

- Provide State Emergency Operation Center (EOC) support to the affected jurisdictions; ensure that the affected jurisdictions are notified of major EOC actions and changes in the emergency situation.
- Coordinate requests for resources with the Logistics Coordinator.
- Ensure that up to date information is posted on the appropriate status boards, and electronic displays.
- Periodically deliver operations update briefings to other EOC staff and others as directed.
- Ensure that plans for the return of material resources are made as the emergency de-escalates.
- Supervise the update of the section's status boards and computer displays, including the Requests for Assistance, as well as the section's maps.
- Supervise and coordinate the activities of all Operations Section personnel, including those agency liaisons represented in the Operations Section. Ensure that all personnel in the section maintain individual log sheets of activities and follow their individual agency procedures, as applicable.
- Periodically review the actions prescribed in this checklist as the situation develops.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and the EOC Supervisor.

- ( ) Receive "Hand Off" briefing from the Duty Officer and EOC Supervisor and proceed with Alert and Warning Notifications to jurisdictions not previously notified by the Duty Officer.
- ( ) Using the computer begin and maintain a section log of actions taken.
- ( ) Consult with the duty officer to determine status of the recall of agency representatives to the EOC; if necessary, assume that responsibility in coordination with the Duty Officer.
- ( ) Notify the Federal Emergency Management Agency Regional Operations Center of the emergency.
- ( ) Coordinate with the EOC Supervisor to determine appropriateness of advising neighboring states and British Columbia of the emergency.
- ( ) Coordinate with the EOC Supervisor, the Administrative Section Coordinator and the Logistics Supervisor for the possible dispatch of an EMD liaison to affected jurisdictions.
- ( ) Ensure Situation Report (SITREP) input is provided to Information Analysis and Planning (IAP) section before dispatch.

**IN ADDITION TO GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:**

**FOR FIXED NUCLEAR FACILITIES**

**1. ALERT PHASE**

- ( ) Unless done so previously,
- ( ) Verify with the Duty Officer the notification of the following agency liaisons, and request that they report to the State EOC, if they have not done so:
  - Washington State Patrol (WSP)
  - EFSEC
  - Agriculture
  - Military
  - Department of Transportation (DOT)
  - Fish and Wildlife
  - Health (206 NUCLEAR)
  - Red Cross
  - Other agencies as necessary, in coordination with the EOC Supervisor.

- ( ) Direct the Operations Coordinators to obtain, and post to the Emergency Classification Display or the appropriate status boards, the following information:
  - The emergency classification
  - The time of Alert phase declaration

## **2. SITE AREA EMERGENCY**

- ( ) Unless done so previously,
- ( ) Ensure that the classification is posted on the appropriate status boards, computer display, and the Emergency Classification display.
- ( ) Direct the Operations Coordinators to obtain information on county and state EOC response activities and post this information to the appropriate status boards.
- ( ) If sheltering is being implemented:
  - ( ) Verify that the access control points being activated are posted to the EOC traffic and access control maps and displays.
  - ( ) Verify that all state agency personnel performing tasks within the Plume EPZ have received their emergency worker kits and appropriate instructions.
  - ( ) Direct the Operations Coordinators to verify that emergency worker monitoring and decontamination stations are being activated.

## **3. GENERAL EMERGENCY**

- ( ) Unless done so previously,
- ( ) Ensure that the classification is posted to the appropriate status boards, and that the classification, time of declaration, and protective actions being implemented are posted to the Emergency Classification displays and status boards.
- ( ) If an evacuation is being implemented:
  - ( ) Ensure that the traffic and access control points being activated are posted on the EOC traffic and access control maps and displays.
  - ( ) Ensure that the host counties have been notified of the evacuation and are informed of the anticipated number of evacuees.

- ( ) Direct the Operations Coordinators to obtain information on the disposition of the Plume EPZ special populations, e.g. hospital and nursing home patients, day care center clients, etc.
- ( ) Report the completion of the evacuation to the EOC Supervisor and ensure that the appropriate status boards are posted.

#### **4. INTERMEDIATE AND LATE PHASES**

- ( ) If the emergency classification has been downgraded, post the new classification on the Emergency Classification Display and have the Operations Coordinators notify the counties of new classification.
- ( ) When a Return Protective Action Decision is made, verify that the access control points are activated around the area which remains restricted, and removed from around those areas being reoccupied. Ensure that this information is posted to the appropriate status boards and maps.
- ( ) Coordinate state EOC support (as requested) for reentry activities, when relocation zones have been established (e.g., radiological monitoring and access control personnel).
- ( ) Provide information, through the EOC Supervisor, to the Recovery and Restoration Task Force, as requested.

#### **5. DE-ESCALATION OR TERMINATION OF THE EMERGENCY**

- ( ) Supervise the collection of status information from the plume and ingestion counties and forward this information to the EOC Supervisor in preparation for the work of the Recovery and Restoration Task Force.
- ( ) Ensure that all Operations Section personnel have completed their individual position logs, and that these logs are saved for future reference.

### **FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM**

#### **1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION**

- ( ) Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.
- ( ) Notify Franklin, Klickitat, Yakima, Walla Walla counties and Oregon State. (Benton county is directly notified by The Umatilla Depot Activity.)

#### **2. LIMITED AREA EMERGENCY**

- ( ) Check with the Duty Officer for Notification Status.
- ( ) Update emergency classification displays. (Change to CSEPP labels, if necessary)
- ( ) Unless done so previously,
- ( ) Check with the Duty Officer and ensure that the agency liaisons have been notified to report to the State EOC (see TEL - 22 in EOC phone book). Assist the Duty Officer with notifications as necessary.
- ( ) Discuss with the EOC Supervisor sending an EMD Liaison Representative to Benton County and UMDA EOCs.
- ( ) As appropriate, post significant activities on the Operations Section status boards.

### **3. POST ONLY EMERGENCY**

- ( ) Unless done so previously,
- ( ) Update emergency classification displays. (Change to CSEPP labels, if necessary)
- ( ) If the emergency starts at this level, execute the items listed under the Limited Area Emergency classification level.
- ( ) Discuss with the EOC Supervisor sending an EMD Liaison Representative to Benton County's EOC and a Senior State Liaison to UMDA's EOC.
- ( ) Request and/or verify that the appropriate host counties (Yakima; Walla Walla; Franklin and Klickitat counties). have Red Cross Assistance Center facilities activated, if needed.
- ( ) Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status. (Yakima; Walla Walla; Franklin and Klickitat counties).

### **4. COMMUNITY EMERGENCY**

- ( ) Unless done so previously,
- ( ) Update emergency classification displays. (Change to CSEPP labels, if necessary)
- ( ) If the emergency incident starts at this level, execute the items listed under Limited Area and Post Only classification levels.

- ( ) Maintain contact with all affected counties and post significant activities on the operations status boards.

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**WASHINGTON STATE**  
**EMERGENCY OPERATIONS CENTER**  
**CHECKLIST**

**POSITION: OPERATIONS COORDINATOR(S)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Responsible for carrying out the operations functions, such as posting status boards, updating computer displays, maintaining frequent telephone contact with county EOC's, and performing other operational functions as assigned.

**OVERALL DUTIES:**

- Report all significant activities to the Operations Section Supervisor. Update and maintain Operation Section Status boards and computer displays.
- Coordinate with Logistics Section the deployment of resources and other assets to support the emergency response, including requests from county(ies) for information and resource assistance. Forward all information requests to the Information Analysis and Planning Section (IAP).
- Report all requests and other significant actions, activities, and information on your personal log and report them to the Operations Section Supervisor. Also record requests for assistance on the request for resource or assistance forms, including completion of required actions. Upon close out of an action, provide copy of the form to the Assistant EOC Supervisor and make a log entry to reflect action completion.
- Periodically review this entire checklist as the situation develops.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and the Operations Section Supervisor. If neither the section supervisor or another Operations Coordinator have yet arrived, inform the EOC Supervisor that you will assume supervisory duties until the section Supervisor arrives.
- ( ) Begin and maintain an individual EOC activity log and post actions to this log as they are assigned and completed.
- ( ) Check with the Operations Section Supervisor or duty officer to learn which state agencies have already been notified to report to the EOC. As directed by the Operations Section Supervisor, continue the notification of liaison personnel from state agency(ies).

- ( ) Contact the Regional Operation Center of the Federal Emergency Management Agency. Notify them with a situation update and advise them of the potential need for additional assistance.
- ( ) If directed by the section Supervisor, contact the Duty Officers from the states of Oregon and Idaho as well as the Province of British Columbia. Notify them of the situation and alert them to any potential need for out of state resources.
- ( ) Update the emergency classification display, changing the labels if necessary, to reflect the hazard level terminology consistent with the type of emergency being faced (e.g., use the CSEPP labels for a CSEPP event).
- ( ) Provide periodic situation reports (SITREP) input to the Information Analysis Plans Section. Ensure approval by the Operations Section Supervisor before providing the SITREP to IAP.

#### **OTHER ACTIVITIES:**

- ( ) Maintain contact with all affected counties and post significant activities on the operations status boards or computer displays.

#### **FOR FIXED NUCLEAR AND US DEPARTMENT OF ENERGY FACILITIES**

##### **1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION**

- ( ) Notify the ingestion counties telephonically, of all Emergency Classification Level (ECL) changes, including de-escalation:

For CGS, notify Adams; Grant; Kittitas; Klickitat; Yakima; Walla Walla counties, and; Oregon State.

- ( ) Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log.
- ( ) Relay other information affecting the county(ies) to the Information Analysis and Planning Section Supervisor.

#### **INTERMEDIATE PHASE ACTIONS**

##### **2. ALERT LEVEL**

- ( ) Update emergency classification displays.
- ( ) Check with Duty Officer to learn which state agency liaisons have already been notified.



- ( ) Verify sending state liaison representative with the Operations Section and Senior State Liaison to the Plume County and the utility's Emergency Operations Facility (EOF).
- ( ) Establish contact with the county EOC(s) assigned to you by the IAP Section Supervisor and obtain status reports of the county response activities. For plume counties, contact the EMD representative, if available.
- ( ) As appropriate post significant county activities on the IAP Section status boards.

### **3. SITE AREA EMERGENCY**

- ( ) Update emergency classification display.
- ( ) If the emergency starts at this level, execute the items listed under the Alert emergency classification level.
- ( ) Verify sending state liaison representative and Senior State Liaison to the Plume County and EOF.
- ( ) Request and/or verify that the appropriate host counties listed below have Red Cross Assistance Center facilities activated.

For CGS: Benton/Franklin.

- ( ) Contact the appropriate ingestion counties to verify EOC activation.

For CGS: Yakima; Walla Walla; Adams; Grant, and; Klickitat counties, Oregon EOC and FEMA region X.

- ( ) When the Assistance Centers are activated, verify that Department of Health (DOH) is sending monitoring personnel to the assistance center(s). Inform appropriate county(ies).

### **4. GENERAL EMERGENCY**

- ( ) Update emergency classification display.
- ( ) If the emergency incident starts at this level, execute the items listed under Alert classification level and Site Area Emergency (SAE) classification level.
- ( ) Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the ingestion county EOC(s) are notified.

- ( ) Periodically contact the state representative to Plume Counties and obtain the following:
  - Evacuation status reports;
  - Special facility status reports (nursing homes, hospitals, etc.);
  - Other activities.

## **FOR CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM**

### **1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION**

- ( ) Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.
- ( ) Notify Franklin, Klickitat, Yakima, Walla Walla, counties, and Oregon State. (Benton county directly notified by Umatilla Depot Activity.)
- ( ) Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log.
- ( ) Relay other information affecting the county(ies) to the Information.

### **2. LIMITED AREA EMERGENCY**

- ( ) Update emergency classification display.
- ( ) Verify with the Operations Section Supervisor sending EMD Liaison Representative to Benton County and UMDA EOCs.
- ( ) As appropriate, post significant activities on the IAP Section status displays.
- ( ) As appropriate, report actions taken and their results, if any, to the IAP Section Supervisor, recording the action and their results in your individual log.

### **3. POST ONLY EMERGENCY**

- ( ) Update emergency classification display.
- ( ) If the emergency started at this level, execute the items listed under Limited Area emergency classification level.
- ( ) Verify sending State Liaison Representative and a Senior State Liaison to the Benton County and UMDA EOCs.

- ( ) Request and/or verify that the appropriate host counties listed below have Red Cross Assistance Center Facilities activated, if needed.
- ( ) Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status. (Yakima; Walla Walla; Franklin and Klickitat counties)

#### **4. COMMUNITY EMERGENCY**

- ( ) Update emergency classification display.
- ( ) If the emergency incident started at this level, execute the items listed under Limited Area and Post Only classification levels.
- ( ) Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the Planning Zone county EOCs are notified of the current classification level.



**D-3**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **AA TO OPERATIONS SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Provides administrative support to the Operations Section.

- Provides word processing, e-mail and computer operator support.
- Assists in producing documents, collating, making copies, distributing, and filing.
- Maintains "LOG" for the Operations Section.
- Maintains telephone tracking when section staff are too busy to take calls.

**ACTION ITEMS:**

- ( ) Report to the State Emergency Operations Center (EOC) and the Operations Section Supervisor. Check in with the switchboard operator in the EOC to "sign in".
- ( ) Maintain an "EOC log" of events. Use automated program if available.
- ( ) Periodically ensure a supply of support items (forms, pens, pencils, staplers, tablets, etc.) is immediately available in the room. Replacements are in the supply room.
- ( ) Report any facility problems with heating, air conditioning or electronic print board to the Facility Coordinator and any computer or communications problems to the "Telecommunications Section" supervisor.
- ( ) Brief the oncoming relief.
- ( ) At the termination of the activation or shift, clean and secure the area. Organize all paper for archiving. Ensure automated files are saved.

